

Instructions

Information on how to get started using this template.

How to use this template

1. Start on the "Transactions" sheet by removing the sample transactions and enter your business transactions . After you have entered your transactions, place the transaction in the appropriate category.
2. The "Dashboard" and "Profit & Loss" sheets will automatically update based on the transactions.
3. If you want to change any of the categories, you can change the categories on the "Categories" sheet.
4. To create a balance sheet, enter values in the shaded boxes on the "Balance Sheet" .

[Click here for more information about this template](#)

[Click here for a quick video about this template](#)

Dashboard

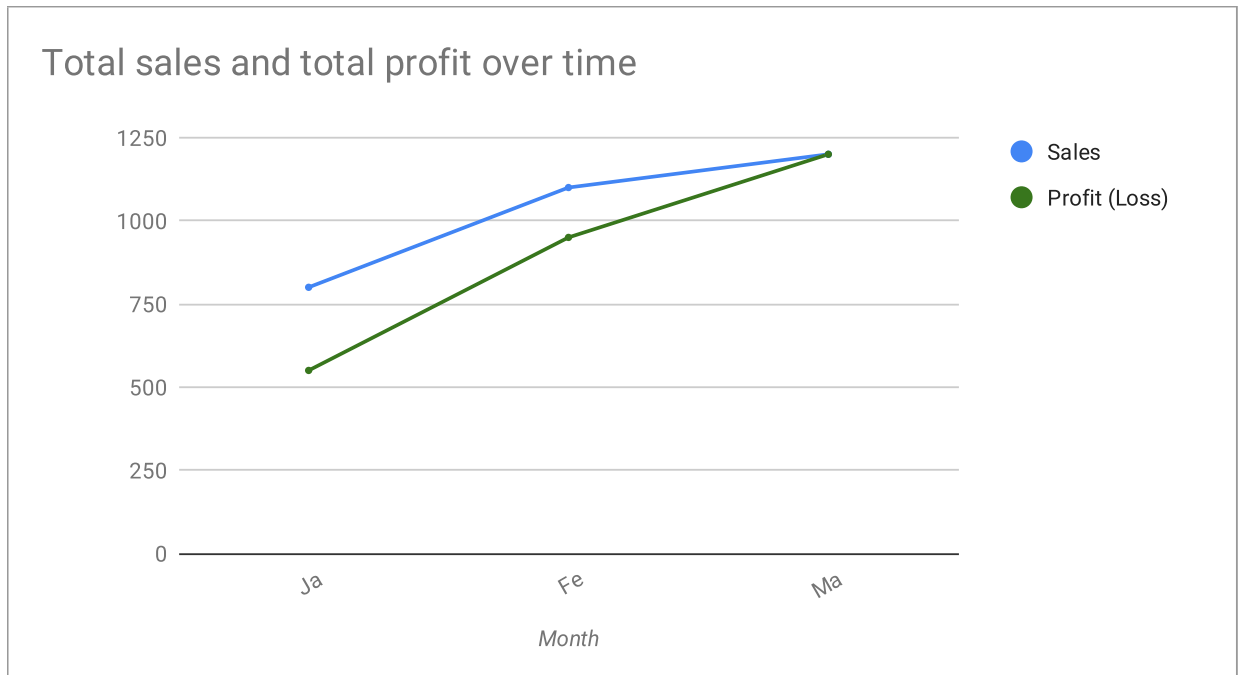
Automatically updated based on data in the "Transactions" sheet.

Sales YTD

3,100.00

Total Profit (Loss) YTD

2,700.00



Month	Sales	Profit (Loss)
Jan	800	550
Feb	1,100	950
Mar	1,200	1,200
Apr	-	-
May	-	-
Jun	-	-
Jul	-	-
Aug	-	-
Sep	-	-
Oct	-	-
Nov	-	-
Dec	-	-

3 Highest Sales Months

Mar	1,200
Feb	1,100
Jan	800

3 Lowest Sales Months

Jan	800
Feb	1,100
Mar	1,200

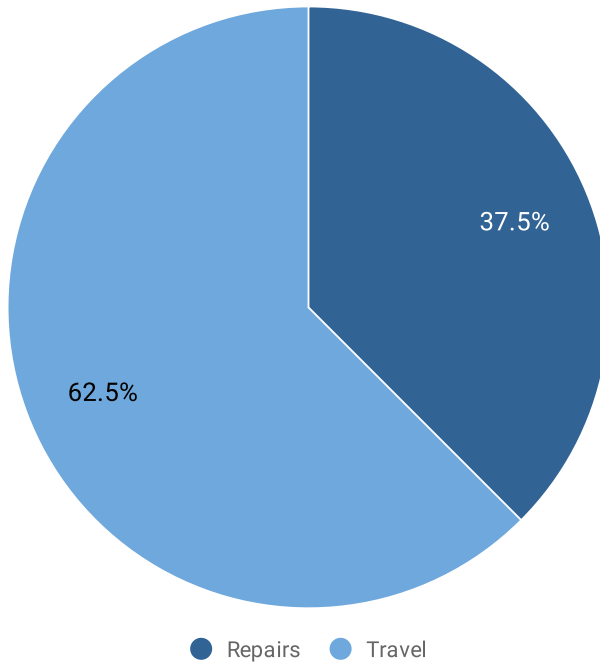
3 Most Profitable Months

Mar	1,200
Feb	950
Jan	550

3 Least Profitable Months

Jan	550
Feb	950
Mar	1,200

Annual expense totals by category



3 Highest Expenses YTD

Travel	250.00
Repairs	150.00

Profit & Loss

This sheet automatically summarizes revenues, costs, and expenses for the provided year based on the transactions listed in the "Transactions" sheet. Optionally, specify a growth rate percentage to create a projected Profit & Loss statement.

20YY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Growth Rate	Projected
Income															
Revenue															
Sales	800	1,100	1,200	-	-	-	-	-	-	-	-	-	3,100	20%	3,720
Custom Sales 1	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Custom Sales 2	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Total sales	800	1,100	1,200	-	-	-	-	-	-	-	-	-	3,100		3,720
Cost of sales															
Cost of Goods Sold	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Custom COGS 1	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Custom COGS 2	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Total cost of sales	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Gross Margin	800	1,100	1,200	-	-	-	-	-	-	-	-	-	3,100		3,720
Expenses															
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Car/Truck	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Rent-Car/Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Repairs	-	150	-	-	-	-	-	-	-	-	-	-	150		150
Legal Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Contractors	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Travel	250	-	-	-	-	-	-	-	-	-	-	-	250		250
Meals & Entertainment	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Rent	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Loan Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Taxes and Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Custom Expense 1	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Custom Expense 2	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Custom Expense 3	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Total expenses	250	150	-	-	-	-	-	-	-	-	-	-	400		400
Total Profit (Loss)	550	950	1,200	-	-	-	-	-	-	-	-	-	2,700		3,320

Balance Sheet

As of

MM/DD/YYYY

This sheet lists assets and liabilities. Enter values in the shaded cells below.

Assets

Cash and Cash Equivalents

Checking Accounts

Saving Accounts

Total Cash

0

Current Assets

Accounts Receivable (net)

Inventory

Prepayments

Total Current Assets

0

Property, Plant and Equipment

Vehicles (net)

Furniture & Fixtures (net)

Equipment (net)

Buildings (net)

Land

Total Property, Plant and Equipment

0

Other Assets

Other Assets

Total Other Assets

0

Total assets

0

Liabilities and Owner's Equity

Current Liabilities

Accounts payable

Notes payable

Other Current Liabilities

Total Current Liabilities

0

Non-Current Liabilities

Long-term Notes Payable

Loans

Other Non-Current Liabilities

Total Non-Current Liabilities

0

Total liabilities

0

Owners' equity

Capital Stock

Retained Earnings

Other

Total owners' equity

0

Total liabilities and equity

0

Balance check (should be Zero)

0

Categories

Use this sheet to define expense, cost, and revenue categories. These categories are used to populate other sheets in this spreadsheet.

Category Name	Category Type
Advertising	Expenses
Office Supplies	Expenses
Car/Truck	Expenses
Insurance	Expenses
Rent-Car/Equipment	Expenses
Repairs	Expenses
Legal Expenses	Expenses
Contractors	Expenses
Travel	Expenses
Meals & Entertainment	Expenses
Utilities	Expenses
Rent	Expenses
Loan Expenses	Expenses
Taxes and Licenses	Expenses
Other Expenses	Expenses
Custom Expense 1	Expenses
Custom Expense 2	Expenses
Custom Expense 3	Expenses
Cost of Goods Sold	Cost of Goods Sold
Custom COGS 1	Cost of Goods Sold
Custom COGS 2	Cost of Goods Sold
Sales	Revenue
Custom Sales 1	Revenue
Custom Sales 2	Revenue